

Mosier Community School

Student Handbook 2016-2017

Adopted August 18, 2016

Welcome	2
General School Information	3
Mosier Community School Staff Directory	4
Core Values of Mosier Community School.....	5
Various Roles.....	6
Funding.....	7
Mosier Community School Daily Schedule.....	7
Middle School (Grades 6-8) Specific Daily Schedule	8
Attendance Procedures	8
Emergency Weather Procedures.....	9
Student Academics	10
Expected Student Behavior	13
Cell Phone and Electronic Devices.....	14
Discipline Policy.....	15
District Transportation	17
Student Guidelines	18
Field Studies	20
Nutrition.....	20
Medications at School	21
Student Illness	21
Safety and Transportation	23
Parent and Visitor Information	24
Communication Channels	25
Policy Changes and Concerns.....	27
Miscellaneous but Important Information and Policies	28

August 2016

Dear Students and Parents:

It is a pleasure to be a part of the Mosier community! I feel privileged to work with such talented students, quality teachers, and supportive parents. We strive to provide a learning environment where both children and adults learn from and with each other.

The Mosier staff has a deep commitment to children and their learning. We strive to employ instructional strategies that engage, challenge and nurture each child intellectually, socially, physically and emotionally. Our staff demonstrates innovation and collaboration so that students will develop the life skills needed in order to have access to a wide range of post-secondary options.

The staff at Mosier Community School value:

- Treating each child as an individual
- Learning for life
- Celebrating success
- Building a strong community

Our core values guide decision-making and inspire us to create an enriching learning environment for all students, staff and families. Success is measured not only by our school's test results but also in what each child becomes. I invite you to visit Mosier and welcome your suggestions, questions, and concerns, as we work together to make your child's experience at Mosier complete. We value your commitment and dedication to this community and appreciate the many things you do that help support our work.

It is our hope that this handbook will provide you with information that is helpful-enhancing your child's education and well-being while attending Mosier Community School. Please review the information with your son or daughter. Also, please visit our website to access other resources as well as any updates in the calendar and programs. Look for our newsletters to provide you with information on programs, activities, and events. Do not hesitate to call if you have any questions. We will have a great year, touching the hearts and minds of our children by building a community of learners. Thank you for the opportunity to work with your children.

Brian Schimel
Executive Director/Principal

Mosier Community School does not discriminate on the basis of perceived or actual race, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation¹, age, pregnancy, familial status, economic status, veterans' status or genetic information in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008.

A public charter school may not limit student admission based on race, religion, sex, sexual orientation, ethnicity, national origin, disability, the terms of an individual's educational program, income level, proficiency in the English language or athletic ability, but may limit admission within a given age group or grade level.

The following has been designated to coordinate compliance with these legal requirements and may be contacted at the public charter school office for additional information and/or compliance issues: Brian Schimel.

GENERAL SCHOOL INFORMATION

Contact Information: Mosier Community School
P. O. Box 307
1204 1st Avenue
Mosier, OR 97040

Phone: (541) 478-3321
Fax: (541) 478-2536

School Office Hours: Monday – Friday 7:00 a.m. - 3:30 p.m.

Website Address: www.mosier.k12.or.us

General Email: vallies@nwasco.k12.or.us

Sponsoring School District: North Wasco County School District
3632 West 10th Street
The Dalles, OR 97058
Phone: (541) 506-3420

Mosier Community School Board: Kevin McCabe, Chairman:
Tom Richardson, Vice Chairman
Bernadine Herlihy, Board Secretary
Lisa Matthisen, Board Treasurer
Dave Mason, Board Member
Peter Lawson, Board Member
Rebecca Thistlethwaite, Board Member

ABOUT THE SCHOOL

Vision

Explore * Imagine * Excel

Mission

We will foster independent learning and citizenship in partnership with and for the benefit of our Mosier community. Students will become global citizens who analyze their world in a critical and equitable manner, while respecting the richness and diversity of all living things.

MOSIER COMMUNITY SCHOOL STAFF DIRECTORY

Administration:

Brian Schimel	Executive Director/Principal
Linda Shames	Business Manager
Susan Vallie	Secretary/Community Coordinator

Faculty Members:

Brittany Young	Primaries (Kindergarten)
Jennifer Greer	Primaries (Grade 1)
Janet Carter	Juniors (Grades 2 & 3)
Treina Smith-Slatt	Juniors (Grades 2 & 3)
Nancy Malitz	Seniors (Grades 4 & 5)
Matt Rutledge	Seniors (Grades 4 & 5)
Autumn Cook	Middle School Teacher (Grades 6, 7 & 8)
Tori Johnson	Middle School Teacher (Grades 6, 7 & 8)
Amy Nelson	Middle School Teacher (Grades 6, 7 & 8)
Ryan Nystrom	Middle School Teacher (Grades 6, 7 & 8)
Nick Wooden	Middle School Teacher (Grades 6, 7 & 8)
Kathy Mahn	Special Education Teacher
JoAnne Breckterfield	Resource Room Assistant
Ann Maslen	Reading Assistant
Dina Terry	Resource Room Assistant
Betsy Harmon	Performing Arts Director
Mareka Lawson	English Language Development
Samantha Bauc	Receptionist/Educational Assistant
McKae Booth	Teaching Assistant (Grades K-8)
Heather Clemons	Teaching Assistant (Grades K-8)
Margit Elken	Teaching Assistant (Grades K-5)
Lisa Stevenson	Teaching Assistant (Grades K-5)
Carl Gregory	Custodian
Ramona Mittelstadt	Cook
Richard Giunchigliani	Assistant Cook

CORE VALUES OF MOSIER COMMUNITY SCHOOL

Multi-age Learning Environment: We believe that students access information differently regardless of age. Students in multi-age environments are able to visualize a path of progression, which allows them to explore their next steps of learning. This leads to an ever-expanding horizon not limited to age or grade expectations.

Flexible Skill Level Core Instruction: We support the value of differing environments for different learners. We assess student abilities in an on-going fashion to ascertain continued growth and to determine whether current placement is appropriate.

Rigor: We set high expectations and standards to develop academic excellence towards maximum potential. We are constantly monitoring and adjusting the educational expectations and standards to incorporate new learning. We do this for ourselves and for those whom we will impact in the schools' community.

Relationships: We build supportive relationships for engagement and performance. Creating and maintaining strong, positive relationships with our class/team/community is a central focus of our time and energy. We believe in collaboration and compromise to reach consensus. Respecting and promoting confidentiality, citizenship and individual dignity are essential for creating positive relationships.

Relevance: Multi-disciplinary learning allows students to create connections, find significance and prepare for future challenges. Integrated learning allows students to make connections between multiple subjects, which will encompass the arts and sciences. Inquiry Based Learning and/or Thematic units create relevance for students and encourage differentiated learning. We believe in learning subjects in depth, which enhances success in educational challenges.

Wellness: We develop strong, healthy beliefs and bodies. We choose to model and promote healthy behaviors within the schools' community. Good nutrition and exercise are important values for students and adults, which we believe to be a foundation for educational success. We support not only our individual health but also the health of our community and our world.

Celebration of Success: We value and honor celebration of educational excellence in achievement as a vehicle to acknowledge and motivate learners. Celebration is a step toward developing intrinsic learning patterns.

Supportive Community: We seek to work collaboratively and respectfully with the schools' community. We willingly put time and effort into Mosier Community School. We embrace the Core Values and use them to guide and support our educational practice, learning and growth as individuals and as a community.

ROLE OF THE HOME, STUDENT, SCHOOL, SCHOOL PERSONNEL AND COMMUNITY

In order for effective instruction to occur, there must be a cooperative relationship between the student, parent/guardian, and the educators. This relationship and expectations may be described as follows:

Role of the Parents/Guardians

- Assure the daily attendance of your child and promptly report and explain any absence or tardiness from school
- Provide your child with the resources needed to complete class work
- Assist your child in being healthy, neat and clean
- Bring to the attention of the school any problem or condition which affects your child or other children of the school
- Discuss report card and work assignments with your child
- Ensure that the school has current home, work and emergency telephone numbers as well as current street and email addresses
- Insure that current emergency health care information regarding your child is on file with the school, including the name and telephone number of your child's doctor and a hospital preference
- Respect all individuals and their property on campus
- Refrain from profane or inflammatory statements on campus
- Attend parent/teacher conferences whenever possible
- Provide a supportive environment for learning in the home

Role of our Students

- Attend all classes daily and be punctual
- Come to class with appropriate working materials
- Respect all individuals and their property
- Conduct themselves in a safe and responsible manner
- Present a clean and neat appearance
- Take responsibility for your own work
- Seek changes in an orderly and recognized manner
- Abide by the rules of the school and of each teacher

Role of the School

- Encourage the use of good guidance procedures
- Maintain an atmosphere conducive to good behavior
- Exhibit an attitude of respect for students
- Plan a curriculum to meet the needs of all students
- Promote effective discipline based upon fair and impartial treatment of all students
- Develop a good working relationship among staff and with students
- Encourage school staff, parents/guardians, and student to use the services of community agencies as needed
- Promote regular parental communication with the school
- Endeavor to involve the community with the Core Values of Mosier Community School

Role of the School Personnel

- Attend school regularly and be punctual
- Perform duties with appropriate materials
- Respect other individuals and their property
- Refrain from profane or inflammatory statements
- Conduct themselves in a reasonable, responsible and professional manner
- Present well organized and agreed upon curriculum
- Present a clean and neat appearance with proper dress
- Adhere to the rules and regulations established by the school
- Pursue improvements in an orderly and appropriate manner
- Utilize the Mosier Community School Code of Conduct and the Mosier Community School Core Values
- Follow the requirements of the “Ethical Educator” (TSPC)

Welcomed Role of the Community

- Attend the school events
- Volunteer help for events and in classrooms
- Participate in the maintenance of the community playground
- Donate time, supplies and/or money
- Volunteer to lead an after school clubs or teach a skill/hobby to the Jrs. and Srs. on Fridays during 4th quarter
- Share educationally relevant experiences with students (e.g. profession, travels in a country being studied, etc.)

Funding

As a charter school, Mosier Community School receives 83% of their funding from the State of Oregon which is passed through the sponsoring school district, North Wasco County School District. The funding deficit that results must be made up through fundraisers, grants, and individual contributions. The help of staff, parents and community members in these endeavors are an essential part of our charter school’s success.

Mosier Community School Overall Daily Schedule:

7:00-7:20am	Buses arrive
7:00-7:20am	Breakfast available
7:30am	Classes Begin (K-8)
10:45-12:00pm	Lunch & Recess
2:10pm	School Dismissed
2:15pm	School Buses
3:00pm	Late Bus Departs

Check with the Transportation Department for the Wednesday Schedule

Middle School (Grades 6-8) Specific Daily Schedule:

7:30-7:55am	Morning meeting
8:00-8:55am	Period 1
9:00-9:55am	Period 2
9:55-10:10am	Snack break
10:15-10:25am	Read Aloud
10:30-11:25am	Period 3
11:30-12:05pm	Lunch
12:10-1:05pm	Period 4
1:10-2:05pm	Period 5
2:05-2:10pm	Planner and organization
2:10pm	Dismissal

POLICIES AND PROCEDURES

ATTENDANCE

Our attendance goal is no less than 100 percent. To receive the most benefit from schooling, students should be in school all day, every day. The importance of this and being on time cannot be overemphasized. Children who are frequently absent fall behind in their schoolwork and miss important teaching sessions and learning activities. **Punctuality and regularity are valuable, not only because of the benefit to the child, but as worthwhile lifelong habits.** It is imperative that all students be accounted for each day. This is a safety issue.

Attendance Procedures

- If your child will be absent **or** arriving late, please **call the school's attendance line at 541-478-3321**, and leave a message regarding that absence. Messages may be left in the voice mailbox 24 hours a day. Please call before 8:15 a.m. on the day of the absence. If it is not possible to report the absence before 8:15 a.m., please call the school office, 541-478-3321. If a student's parent does not call to report an absence or tardy, a courtesy call will be made to the student's home to determine the reason for the student not being in school. **Attendance is very important to student success!**
- For absences of more than one day, please contact the student's teacher to arrange for make-up work.
- **Absences due to vacations or other events are discouraged.** The school calendar has several 3-day+ weekends throughout the year. Please use these for family events or vacations. Please note that we have one week off at Thanksgiving.
- If your student will be absent from school for reasons other than for illness, students are to bring a **written note from home to inform the teacher in advance.** Students will have 3 days after they return from an absence to turn in all make-up work.
- **We ask that whenever possible, routine medical, dental and vision appointments be made during non-school hours. (e.g. After 2:30 or on no school days--See school calendar)**
- No student is permitted to leave the school grounds at any time during the school day. **Before leaving school early, a student must be signed out to the parent or guardian by the office.**

- A. Excused Absence/Early Dismissal
 - 1. Illness of the student
 - 2. Illness of an immediate family member when the student's presence at home is necessary.
 - 3. Emergency situations that require the student's absence.
 - 4. Medical/dental appointments that cannot be made after school hours.
 - 5. Extreme weather conditions.
- B. Unexcused Absence/Tardy/Early Dismissal
 - 1. Time taken to attend family trips.
 - 2. Too tired to attend school.
 - 3. Carpool problems.

8. **It is important that students arrive on time to start classes at 7:30 each morning.**

Emergency Weather Procedures

Occasionally, severe weather conditions occur during the night, which make road conditions so hazardous that it is unsafe to operate the buses and to expect students and staff to attend school. If this type of condition exists, buses will not run or will run at later times.

During inclement weather, parents should:

- 1. Listen to local radio or TV stations for announcements of closures or school delays. This information will also be posted on our website or you can call the school; the answering machine message will be updated with the most current information.
- 2. If school is to start two hours late, the buses will also run two hours later than normal time. The CAT bus will not run.
- 3. When the school start is delayed, **school will dismiss at the regular time** unless inclement weather prevails during the day.
- 4. We use the delayed opening on days when we can be reasonably assured that the road conditions will improve by mid-morning.

Should school operate on a day when parents believe, for safety reasons, their children should remain home, it is the responsibility of the parents to decide whether or not they wish their children to remain home.

Occasionally, the Mosier area will experience a severe weather change while children are at school. Usually, these storms occur with sufficient warning so the following precautions can be taken:

- 1. Alert staff. Staff will begin emergency parent notification to either pick up their children or to assure that walkers are going to a supervised home.
- 2. Send students home if time and conditions permit.
- 3. Only students who are on the "List of students with permission to walk home from school" will be allowed to walk home.
- 4. Radio stations will be contacted.

Please bear in mind that under adverse conditions the phone lines get jammed and it is very difficult to receive or make telephone calls. It is important to have a pre-arranged plan made with your child. The Emergency Dismissal Form for emergency situations is very important and needs to be completed and then returned to school. We use this form to determine where to send children when school dismisses early due to an emergency.

STUDENT ACADEMICS

Enrollment

As per the admissions process defined by Oregon State Law, Mosier Community School will not make any distinction in regard to disability, race, creed, color, gender, national origin, religion, or ancestry of any student who seeks admission. Admission will be offered publicly to Kindergarten through 8th grade students.

We invite all families to carefully review the Core Values of Mosier Community School and enroll their children if the parents share the values of our school and support the school's mission.

Mosier Community School strives to keep our class sizes small to maximize the educational benefit that each student receives. Vacancies exist whenever the number of students enrolled in a class is below that class capacity. Our enrollment priority is as follows:

1. Siblings of students currently enrolled.
2. Students residing in Mosier.
3. Student residing in North Wasco School District.
4. Students residing out of district, within the State of Oregon.
5. We may have up to 3 registration periods per year: April, June and August.

If there are more students eligible in a category than places available, places will be filled using a lottery system.

When a vacancy occurs during the school year, it is usually filled for the remainder of the school year at the school's discretion.

Homework

Homework is a part of our general academic program and is part of our Core Value of Rigor. At Mosier Community School, homework reinforces concepts learned in the classroom.

Some of the educational benefits of homework are:

1. To reinforce skills and concepts learned in class.
2. To develop study skills and habits.
3. To practice skills and knowledge in different ways than what was used in the classroom.
4. To prepare students for high school, college, and work.
5. To inform parents of what is being taught in the school.

Homework assignments can be expected Monday through Thursday of each week and occasionally on a weekend. The amount of time required to complete assignments is approximately 10 minutes per grade level per night (e.g. 30 minutes – 3rd grade, 60 minutes – 6th grade, etc.) If the student consistently spends more time on homework than the guidelines above (without television or other distractions), the teacher should be notified.

Mosier Community School is proud to have a challenging, rigorous curriculum and we encourage parents to support their students to spend the time they need to complete their homework well. Students are encouraged to be involved in activities outside of school, however, we ask that students and parents balance activities and keep academic success as the priority.

Reading Homework

In addition to regular homework assignments as discussed above, each child is expected to read, or to be read to, at least five days a week for 30 minutes. We believe that becoming a competent reader is critical to being a good student and the first step to being able to explore the world.

- By making sure your child is reading at home, you are directly contributing to their education.
- By reading to your child and participating in this process as a parent, you encourage your child's growth and you strengthen family ties.
- By reading in front of your children, you model good habits and reinforce expectations.

Grading

An academic grade reflects the teacher's most objective assessment of the student's achievement. It is the student's responsibility to maintain standards of academic performance and to make every effort to improve performance upon receipt of notification of unsatisfactory progress.

Student Progress Reports

Written report cards regarding student progress are issued at the end of each trimester. (See school calendar.) Report cards are not intended to provide a complete evaluation of a child's progress. They are assessment tools to measure a student's achievement and performance.

We encourage parents to discuss these reports with your child and to work cooperatively with your child's teacher to help each student develop his/her highest potential. If any student's work or the report card itself warrants concern, parents are encouraged to make an appointment with the teacher. Any questions regarding grades should be addressed directly to the student's teacher.

The report card is seen as one way to communicate with parents about their children's progress. Personal conferences, phone calls, and notes between teacher and parent are felt to be important additional ways to exchange information.

Conferences

Regular conferences are scheduled annually in the Fall and Spring to review student progress.

The purpose of the conferences is to provide an up-to-date evaluation of the student's work, discuss with parents ways to assist their children and give parents an opportunity to ask questions.

Parents or teachers may request an additional conference at any time.

Interventions

A variety of interventions will be made available to students who are struggling in any area of development or who are at risk of not meeting state standards. Mosier Community School will create a Student Success Plan (SSP) for these students. These plans will ensure that students are given the opportunity to take advantage of support to be successful.

The plan may include:

- Specific areas of concern
- Interventions
- Plans for student monitoring
- Evaluation on student progress
- Parent and student conferences
- Additional assistive programs
- Referrals to appropriate special teams, such as: Special Education, English as a Second Language

Promotion and Retention of Students

Mosier Community School maintains a high level of expectations for student achievement.

A student shall be promoted from one grade to the next on the basis of academic, social and emotional development. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved.

Placement and retention of students are based on the following:

1. Criteria:

Decisions concerning satisfactory student progress and/or retention will consider all dimensions of student development.

A. Academic

Teachers will evaluate student academic progress as satisfactory or insufficient with respect to the following measures:

- Teacher observations and assessments
- Established and reliable measures of academic performance
- Progress toward benchmarks, measured by statewide assessment scores and/or classroom work samples

B. Other

In addition to academic measures, retention decisions will be based on social, psychological, behavioral, emotional, language, and physical development. Informal or formal assessment instruments may be used to gauge development.

C. Attendance

Students need to attend school regularly in order to be successful. A student's attendance record will be considered in retention decisions.

D. Developmentally Appropriate

All students develop at different rates and retention decisions will be made on an individual basis.

2. Procedure:

- Mosier Community School will utilize the school's Student Success Team (SST) for retention decisions.
- The SST will review the referred student's current performance, including the interventions that have been used to help the student to be successful and make a placement recommendation.
- The Principal will make the final decision.

4. Recommendations for students failing to meet promotion criteria

A. Retention

Retention will be used to allow the student another chance to learn the skills necessary for success and advancement.

B. Alternative School Placement

In rare cases, an alternative school placement may be considered due to the special needs of the student by an Individual Education Plan (IEP) team.

EXPECTED STUDENT BEHAVIOR

Student Recognition

One of the Core Values of Mosier Community School is “celebration of success.” This refers to all aspects of success including: academic achievement/improvement, character development, social interaction, behavior and attendance. Mosier Community School believes that student recognition for positive behaviors will reinforce the student’s self image and will further ensure his/her repeating positive behaviors and starting a lifetime of self-growth and improvement.

Positive Rewards

Teachers at Mosier Community School regularly celebrate student success in the classroom. As a school, we celebrate student success monthly at our School Spirit Assemblies. Students from the Junior and Senior classrooms are also eligible for Star Student recognition. Eligibility for Star Student Awards is based on the following: Students may not be absent more than two days in the month; they must follow the code of conduct; all assignments must be completed and students must actively participate in all classes with enthusiasm for learning. Student names are published on the website. We also honor students with “Terrific Tiger” and “Tiger Pride” awards for being caught in the act of going above and beyond. Students displaying exemplary citizenship by following the 5-B’s will be celebrated at the assembly. Likewise, at the middle school, students are identified for positive behavior and academic excellence. Monthly assemblies reinforce and reward positive behavior through recognition, certificates, and raffle rewards. Promoting a positive school spirit and a culture of learning is at the heart of the Mosier Community School’ mission.

Dress Code and Recommendations

We ask that students dress in good taste and be well groomed. School clothes should allow the child to participate freely on the playground and in normal school activities without undue worry of soiling or damaging clothing.

Shorts, pants and skirts: All shorts and skirts should be no shorter than fingertip length when arms are at your sides. Pants must be worn no lower than hip level. Leggings may be worn with appropriate length shorts or skirts.

Blouses, shirts and tops: Spaghetti straps are not appropriate in the older classes (seniors up). Shoulder straps, at a minimum, should be 1” in width. Necklines should be appropriate for the school environment.

Shoes: Tennis shoes are recommended for physical education in the gym. Remember that Mosier Community students participate in “Move It” classes, hikes, and sometimes take neighborhood walks as part of our Core Value of Wellness. We recommend that students not wear heeled shoes so that students can safely participate in our active schedule.

Hats: Hats, hoods, caps, visors, bandanas, sunglasses, etc. are not worn inside school.

Make-up and Jewelry: Make-up, if worn at all, must be tasteful. We recommend that students wear no jewelry for safety during activities.

Also, all gang related clothing including studded attire and/or chains are not allowed. Clothing may not reflect inappropriate advertising including drugs, smoking or alcohol.

The Administrator reserves the right to decide whether clothing is inappropriate.

Winterizing your child

Children are allowed to play outside in all weather conditions except rain and severe cold. We recommend that you provide your child with the following clothing: warm coats, knit hats (that pull down over the ears), gloves or mittens, and warm, waterproof boots. Please help your child dress to fit the current weather conditions. If there is snow outside, children are allowed to play in it if they are wearing boots.

Cell Phone and Electronic Devices

Valuables such as cell phones, iPods, eReaders, MP3 players, and hand held electronic games, etc. should not be brought to school. Mosier Community School is not responsible for lost or stolen electronic devices.

Students may **not** use cell phones during the school day and all arrangements need to be made through the office. If you have an **emergency** and need to talk with your student during the school day, please call the office. Please wait till after school for all non-emergency issues.

If for some reason your student needs access to a cell phone after school, they must be turned off and kept out of sight during the entire school day. Cell usage is allowed after school between 2:15 and 2:20pm ONLY. Please remember that communication with your child, especially about after school plans, works best when done before you drop your child off at school each day.

Use of a cell phone or other electronic devices during the school day can result in its confiscation.

CELL PHONE POLICY FOR MOSIER COMMUNITY SCHOOL

- **First offense:** Will result in a written warning that will be on file in the office.
- **Second offense:** Cell phone or device will be taken, and given back at the end of the day.
- **Third offense:** Cell phone or device will be taken, and held in the office. A parent will be called, and will have to be the one who picks up the phone or device.
- **Fourth offense:** Parents will be notified of the school's request the cell phone is not brought to school for five days.

COMPUTER AND INTERNET POLICY

Any computer equipment provided by Mosier Community School should only be used as directed by staff. Unauthorized use of school computer equipment or internet networks including: accessing, posting, e-mailing or instant messaging obscene, harassing or offensive material, copyright violations, deliberate attempts to disrupt system or network performance and spreading of computer viruses is prohibited and will result in disciplinary action.

To ensure that the use of the school's electronic communication systems is consistent with school purposes, Mosier Community School has the right to monitor, access, retrieve and review these systems and their contents at any time without advance notice or permission. By using these systems, students and their families consent to Mosier Community School's monitoring of the student's electronic communications at any time. The computer system at Mosier Community School is not private and passwords and codes do not guarantee privacy.

DISCIPLINE POLICY

Each student has the right to an education based on the concept of individual human dignity, which includes individual choice, and the responsibility of accepting the consequences of that choice.

The orderly operation of the school requires the respectful cooperation of students, parents/guardians, and staff. Teachers and administrators have the responsibility to preserve a learning environment for all students. Whenever that environment is disrupted by a student or a parent, they will be removed from the formal learning environment. Careful attention will be given to assure fairness and consistency.

A student who violates the Student Code of Conduct shall be subject to disciplinary action.

A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

Discipline in the school is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to remain in school and to function successfully in their educational and social environments.

Student disciplinary sanctions will offer corrective counseling and sanctions that are age appropriate, and to the extent practicable, that use approaches that are shown through research to be effective.

Disciplinary measures are applied, without bias, depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

In addition, when a student commits substance abuse, drug or drug paraphernalia, alcohol- and/or tobacco-related offenses or any other criminal act, he/she may also be referred to law enforcement officials. Violations of the public charter school's weapons policy, as required by law, shall be reported to law enforcement.

All students shall be informed of the Mosier Community School Code of Conduct. Mosier Community School focuses on encouraging students to make respectful and positive behavior choices.

MOSIER COMMUNITY SCHOOL CODE OF CONDUCT

At the elementary level (K-5), Mosier Community School believes in promoting positive student behavior. We believe that teaching, reinforcing and modeling the 5 - B's System is essential to our Mosier Community School core value of "Creating and maintaining strong and positive relationships."

The 5 - B System

Be Safe * Be Kind * Be Respectful * Be Responsible * Be Honest

This code of conduct ensures a safe, constructive school environment for our children. Feeling safe will enable our children to focus on learning and growth during their school day at Mosier Community School.

At Mosier Community School, to reinforce the "5-B system", we use a color "card" system in the lower grade levels that promotes positive self-discipline.

Green card:

- This card will let the children know they are doing great! All students start every day "in the green".

Verbal Warning:

- A verbal warning could be given to the child by any staff member for any action where a student needs to address his behavior, whether academic or social. This warning may be for minor disruptions in class, in the school or unacceptable behavior on the playground. Minor disruptions include but are not limited to: behavior, attitude, attention to schoolwork, which may cause a disruption to the learning process.

Counseling Referral:

- Students may receive counseling referrals for continual disruptions, vulgar or inappropriate language, unacceptable behavior/activities or lack of academic responsibility, which may cause a disruption to the learning process.
- This may indicate a counseling referral is necessary.
- The student may have a 15-minute or longer “reflection time” out, and then may rejoin the class.
- The student will receive a “creative resolution” form to be completed by the child and the parent at home.
- The creative completed resolution form must be returned to school the next day.

Office Referral:

- If any unacceptable behavior occurs or continues, students will receive an office referral and they will leave the room/playground and go directly to the Office.
- They will make a phone call home with the Classroom Teacher and/or Principal. They will tell the parent the behavior that has caused this referral and ask to be picked up from school immediately.
- Swearing, violent behaviors (such as hitting, tripping threatening or bullying) or severe disruptions (such as willfully inflicting physical harm, willfully destroying property or refusing to obey supervisors, school rules, district policy or state law) will not be tolerated. Students will not receive a warning for these offenses.

Mosier Middle School (Grades 6-8) Community Contract

Mosier Community School is known for their safe, responsible, honest, kind, and respectful students. In order to reinforce positive behaviors, maintain a safe and respectful community, and set clear limits and expectations, Mosier Middle School students (Grades 6-8) utilizes a Community Contract. The Community Contract must be reviewed, discussed, and signed by students and their parents by the end of the first week of school.

For all Mosier Community School Students

In the case of a severe disruption, In-school suspension, Out-of-school suspension or expulsion may be considered. Mosier Community School follows the guidelines of the North Wasco School District for expulsion proceedings.

The administrator or teacher will determine natural and logical consequences for misbehavior whenever possible. Possible consequences include but are not limited to:

Verbal Warning	Reflection Time Out	Creative Resolution Form
Conflict Management with Staff	Referral to Office	Referral to Principal
Loss of Recess or Privileges	Alternative Recess	Parent Conference
Behavior Plan	Referral to School Wide Assistance Team	
Suspension	Restitution	Expulsion

Bullying

Mosier Community School is a safe place for all students. This means that bullying, intimidating, harassing, chasing, written harassment or unwanted or unnecessary physical contact is not allowed. Bullying is a form of physical and/or verbal harassment and will result in disciplinary action. We ask that parents review this section with their children and contact the school administration should they have any questions. If bullying in any form should occur, we ask that students practice the following:

1. Ask the person who is physically or verbally harassing you to stop. Don't joke around or make light of it. State that you would like him or her to stop the problem behavior. Depending on the behavior, you may choose to ignore the behavior or walk away.
2. If a problem behavior continues or bothers you, let a teacher or adult in charge know about the problem.
3. The teacher will address the problem with the student using the Code of Conduct and if necessary, will contact the student's parents. Expectations of future behavior will be clearly defined for the student doing the harassing.
4. If the harassing continues, this will then become the Principal's concern. They should be informed by the teacher of the history of the situation and will then choose appropriate disciplinary action according to the Code of Conduct.

This is a serious issue. Parents are invited to contact the school at any time for clarification of the policy or should there be any questions regarding behavior standards and bullying.

Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying/Teen Dating Violence – Student** Policy (JFCF) <http://policy.osba.org/mosier/J/JFCF%20G1.PDF>

DISTRICT TRANSPORTATION

Rules Governing Pupils Riding School Buses - OAR 581-53-010

1. Students being transported are under authority of the bus driver;
2. Fighting, wrestling or boisterous activity is prohibited on the bus;
3. Students will use the emergency door only in case of emergency;
4. Students will be on time for the bus, both morning and evening;
5. Students will not bring firearms, weapons or other potentially hazardous material on the bus;
6. Students will not bring animals, except approved assistance guide animals, on the bus;
7. Students will remain seated while bus is in motion;
8. Students may be assigned seats by the bus driver;
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
10. Students will not extend their hands, arms or heads or objects through bus windows;
11. Students will have written permission to leave the bus other than for home or school;
12. Students will converse in normal tones; loud or vulgar language is prohibited;
13. Students will not open or close windows without permission of the driver;
14. Students will keep the bus clean and must refrain from damaging it;
15. Students will be courteous to the driver, fellow students and passersby;
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

In addition, the following are local regulations which will ensure a safe ride for all:

1. Large, bulky items (i.e., musical instruments, skateboards, scooters) which cannot be safely held on the student's lap and/or extend above the lower window sill in the under storage area or behind the modesty panel or securely fastened on the floor in designated areas shall not be transported on a school bus;
2. Students shall ride only their designated bus;
3. Students shall not deface private property or cause problems at their designated school bus stop;
4. Tape recorders, portable radios or other devices capable of transmitting sound shall not be operated on a bus;
5. Items lost on a school bus will be held on the bus for three days, whereupon they will be turned in to the lost and found at the school office;
6. Students shall wait six feet back from curb, where possible, from edge of road or other area where the bus loads, and shall not proceed toward the bus until driver opens the door;
7. Pushing, shoving, crowding shall not be tolerated by the driver while loading or unloading. Students waiting to board a bus which has students unloading shall wait until all students are off;
8. Permission to ride on a one time basis may be granted to district students who normally do not ride the bus when seating is available and the student has a note from his/her parent;
9. Students shall not possess, use, distribute or sell tobacco, alcohol or unlawful drugs at any time while on district property, while participating in school-sponsored activities or while being transported on district vehicles, including district-approved transportation.

Students who violate bus rules of conduct may be denied the use of district transportation.

If you have any questions, please contact the North Wasco County School District #21 – Transportation Department: 541-506-3430.

STUDENT GUIDELINES

GUIDELINES FOR RECESS CONDUCT

Goal: The playground will be an environment where children play and interact in a safe, responsible, and respectful manner.

General expectations for students:

- Use appropriate language at all times.
- Keep hands and feet to yourself.
- Respect every child's personal space.
- Always play in sight of the duty staff.
- Always walk when entering the playground.
- Try to avoid walking through ongoing games.
- The duty staff has the final say on questions of safety and rules.
- Students may reenter the building during the recess only after being granted permission by an adult on duty who will give them a pass to use.
- Running is allowed only on grassy areas.
- Please do not bring food or personal toys onto the playground.

General expectations for equipment and games:

- Any student may join any game at any time.
- Running games may be played only on grassy areas.
- Soccer and football may be played only on the fields.
- Use game equipment for its intended purpose.
- Follow safety rules for each piece of equipment (rings, slides, toy structure, swings, etc.).
- The consequences for inappropriate behavior will follow Mosier's school wide management plan.

Gym Expectations

- Be careful that your ball does not hit the ceiling or lights.
- Please walk when you are on the stage, stairs, or seating area.
- The railing is for safety – not a toy structure.
- Wear shoes at all times.
- You must have clean gym shoes.
- Keep the walls clean.
- Get permission before leaving the gym.

GUIDELINES FOR CAFETERIA CONDUCT

Students may select their own seat, if appropriate.

- Students may speak softly while eating.
- All students shall keep their hands and feet in their own personal space.
- Food and drink shall remain in the cafeteria.
- Food is not to be shared with others.
- Students are to clean their area and trays before they are excused.
- Students are respectful of other students, cooks, servers and all cafeteria volunteers.

GUIDELINES FOR COLD LUNCHESES

The cafeteria microwave is not available for heating lunch items.

- Soda, Sport or Energy Drinks are not allowed.
- Healthy lunches are recommended. PLEASE no bags of chips, candy or junk food.

Guidelines for lockers (Grades 6-8)

Lockers and other public charter school storage areas provided for student use remain under the jurisdiction of the public charter school even when assigned to an individual student. The public charter school reserves the right to inspect all lockers. A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. Valuables should never be stored in the student's locker. Lockers may be routinely inspected without prior notice to ensure no item which is prohibited on public charter school premises is present; maintenance of proper sanitation, mechanical condition and safety; and to reclaim public charter school property including instructional materials.

OUTSIDE THE CLASSROOM

Field Studies

Mosier Community School recognizes the importance of out-of-classroom experiences for students. “Field study” is defined as a journey or excursion away from school grounds that is organized and/or sponsored by the school or by an authorized employee of the school, for curricular relevance.

Our classes plan many interesting and educational field studies throughout the year. These extra curricular trips are made possible by parents paying a registration fee at the beginning of the school year and by the Parents Association fundraisers.

Written Permission

Written permission is necessary for any student to participate in the field study. Students who do not have a signed permission slip will not be allowed to go on the trip. Phone calls will not be accepted in place of the written form. Parents are asked to note carefully all arrangements for field studies. Appropriate dress is required for field studies as stipulated by the teacher. Teachers may provide specific instructions on dress for the comfort and safety of the students.

Use of buses

When a bus is used, all students must ride on the bus. Siblings, who are not part of the class, will not be allowed to ride on a school bus. The teacher will determine the appropriate number of chaperones.

Use of private passenger vehicles

At Mosier Community School, we encourage and rely on the participation of the parents as both chaperones and drivers for our field studies. All drivers must complete the pre-approved driver form at least two weeks prior to the field study.

If a private passenger vehicle is used, then the following apply:

1. The driver must be 21 years of age or older.
2. The driver must have a valid, non-probationary driver’s license and proof of current and adequate insurance.
3. The vehicle must have a valid and current registration and license plates.
4. All passengers must wear seat belts at all times.
5. Parents need to provide proper car seats for their children in order for the driver to comply with Oregon law. Child passengers must be restrained in approved child safety seats until they are 40 pounds. The law requires that children must use booster seats until they are 4’9” or 8 years of age.
6. Chaperones must have completed all volunteer requirements and drivers must provide proof of numbers 1-3 prior to chaperoning the students.

NUTRITION

Mosier Community School is committed to our Core Value of Wellness. In an effort to model healthy eating practices, the school chooses to serve fruit snacks at break, healthy breakfasts, and healthy lunches. We ask that parents send only nutritious snacks to school for any classroom celebrations and activities and that you follow our commitment to wellness when you send lunches with your child. There are many sites on the internet that provide ideas and recipes for healthy lunches and snacks.

The following foods are **not permitted** at Mosier Community School for snacks or lunches:

NO soda, sport or energy drinks, candy or junk food.

Food Service Program

Breakfast and Lunch

Healthy breakfasts and lunches are served daily in the school cafeteria. Milk is also offered to those students who wish to bring their own lunch, for a small fee.

We encourage you to purchase breakfast, lunch, or milk credit by the week or month to minimize bookkeeping and to avoid confusion. We ask each Student who uses the school meal program to pay for their meals **in advance**. Checks are to be made payable to MCS.

*Please make sure your student's account is always in credit.
This year we will only allow students to charge up to 2 meals.*

Emergency Meals, consisting of a cheese sandwich, milk, along with fruit and vegetables will be provided for those students who do not have funds in their meal account.

We participate in the federally assisted meals program where qualifying families may receive free or reduced cost meals for their school children. More information is available from the school secretary.

Morning Snack

Mosier Community School provides a fresh fruit snack in the morning for all students. Please **do not** send in snacks with your child as an alternative. The fresh fruit is part of the registration fee and meets our Core Value of Wellness.

MEDICATIONS AT SCHOOL

Ideally, all medications should be given at home, however there are students with chronic illness, long-term health conditions, as well as students recovering from temporary illness who need to have medication in the school setting. All medication will be administered by the secretary or persons designated by the Principal.

Prescription medications must be in original container with the doctor's dispensing information. Over the counter medicines (e.g. aspirin, cold remedies, etc.) must be in original container and dispensing will follow the product recommendation.

Parents must fill out a Medication Permission Form available in the school office.

A medication permission and administration form/log needs to be initialed by the administrator of medications at the time of administration. It is the parent's responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take medication and to inform in writing of any changes in medication instructions.

Definition

Medication means any prescription or over-the-counter medication including, but not limited to: eye, ear, and nose drops; inhalants; medicated ointment and lotions; aspirins; cough drops; and antacids.

STUDENT ILLNESS

Children who are ill must be kept home until they have recovered sufficiently to return to the regular routine of school. When a child is too sick to go outside to recess or participate in physical education, that child is too sick to be at school. A student is clear to return to school when:

1. They have been fever free for 24 hours prior to their return. This means having a normal oral temperature, without using medication to lower their temperature.

2. They are able to participate comfortably in class activities without a cough or other symptoms becoming a disruption to themselves or others.
3. They must be free of gastrointestinal symptoms such as diarrhea and vomiting for 24 hours.
4. If they have a skin rash or eye infection, they must be seen by their health care provider and provide written clearance prior to returning to school

If, in an unusual situation, your child needs to remain indoors, a note should be sent to the teacher explaining the reason for the request. A daily note prevents confusion about this matter.

Please follow the Attendance procedure when calling in about a student's illness.

If there is a health condition which school personnel should be aware of, please contact the school office staff.

A student is considered too ill to remain at school if the student has had the following symptoms at school: fever of 100 or higher, vomiting, diarrhea, etc. Parents or emergency contact are asked to immediately take the student home to ensure the health of the student.

Communicable Diseases

Parents of a student with a communicable or contagious disease are asked to contact the Principal so that other students who have been exposed to the disease can be alerted.

A student with certain diseases is not allowed to come to school while the disease is contagious, which include chickenpox, mumps, head lice, whooping cough, measles, German measles, scabies, staph infections, strep infections, tuberculosis, Hepatitis A, Hepatitis B, pink eye, ringworm (body, scalp) and the "flu". Parents with questions should contact the school office.

Head Lice

Head Lice is a health issue that often comes up in school. If a student is exposed to someone who has head lice, it can be contracted and spread very easily.

In the event of a known case of head lice, students who may have been exposed will be screened by trained volunteers. If head lice are found, parents will be called to come to the school to pick up the affected student. Should you discover your child has head lice, please notify the office immediately. Children must be bug, nit and egg free before returning to school. A health professional can give you information on lice-killing agents and household cleaning instructions for elimination. It is important that you continue to check an affected student's head daily for at least 2 weeks following the outbreak to be sure that there are no new lice.

Immunizations

Mosier Community School requires that all students entering school for the first time, including: A) students transferring from inside the United States; B) students transferring from a school outside the United States; C) all students initially enrolling in kindergarten or first grade; and D) all students age 5-18 enrolling from home-study setting, must provide a signed certificate of immunization or a religious and/or medication exemption prior to enrollment.

You may obtain immunizations for your child from: Wasco Sherman Public Health Department, 419 East 7th Street, The Dalles OR 97058, Phone 541-506-2600.

Injuries

Parents will be informed immediately when a student has sustained a serious injury. If a parent or other emergency contact cannot be reached, school personnel will determine what action needs to be taken. In the case of a serious injury, the school will immediately call 911 for emergency assistance.

SAFETY AND TRANSPORTATION

Dangerous Objects

Students must leave at home any object that might be considered by school staff to be hazardous, such as, pocket knives, slingshots, leather men-like tools, etc. Throwing any object on the school grounds that might harm another (e.g. snow or ice balls, rocks, sticks, etc.) is forbidden.

Ban On Leaving School Grounds

Children are not allowed to leave the school grounds by themselves. This policy ensures that your child is properly supervised at all times.

Walkers

Children who walk to school will need your guidance about safety. Instruct your child about crossing at corners, walking on the left side of the road, and “looking both ways” for oncoming vehicles when crossing streets. Children who walk will leave for home after the buses have left.

Changing Transportation Plans

Please send a note to school whenever there is a change regarding your child’s transportation, or when he/she is to go home with a friend. Unless we have a note from the parent, with the current date, children will not be allowed to change the way they usually go home. This policy ensures that your instructions are carried out.

Supervision Before School

The school doors open at 7:30 AM. Children should arrive on the school grounds at 7:20. Children eating breakfast may arrive after 7:00AM. and go to the cafeteria. Breakfast is served until 7:20am.

Supervision After School

At this time, the school does not offer after-school daycare. We have a limited number of supervisors for the students who are waiting for the Late Bus (3:00 Bus). The “Late Bus Club” is **only** for the students who are taking the Late Bus home that day.

Car Riders

If you drive your child, please drop him/her off on the school side of the street near the rear entrance. If you are late, children will be taken to the office to wait for their parent or designated person. To ensure safety, we do not allow children to wait for parents down by the road at the rear of the school.

Car Line Drop Off and Pick Up

In order to make student drop off and pick up as safe and efficient as possible, please observe the following;

Drop Off Procedures

1. When you turn onto 1st Avenue, stay in line.
2. Do not pass anyone or double park.
3. Move slowly forward to pull up along the south side of the school.
4. The first 3 or 4 cars will drop off their students, pull forward, turn into the parking lot, and drive through and out onto 1st.
5. The next 3 or 4 cars pull up and repeat #3.

Coming into School with your Child

If you need to come into school with your child, please park in the middle rows of the parking lot, not on the outside edges, as they will be the drive through lane. You can also park west of the school on the street.

After school Pick Up

1. While buses are loading children, stay in line along 1st Avenue or park in the middle of the parking lot. Do not pull up by the school **until the buses have left**.

(Please do not park in the outside lane of the parking lot, as the buses have to get through.)

2. Parents please do not pick up your child when the buses are still parked, we will only release them when the buses have left.

3. Follow the Drop Off Procedures above.

Transportation

Eligibility: Students enrolled at Mosier Community School and living along established bus routes in the North Wasco County School District #21 are eligible for bus transportation.

Route: Contact the District #21 Bus Garage (541-506-3430) regarding the location of established bus routes.

Snow Routes: In situations with heavy snow, slippery or icy conditions, bus routes are sometimes affected by the amount of snow, snow removal, steep streets and turnarounds. Deviations from the normal bus routes may be necessary.

Changes in Student Destination: When there is a change in the way the student is transported home or a change in his/her destination after school, a note **MUST** be given to your child's bus driver. Include in the note the date and where specifically the child is to go that day.

PARENT AND VISITOR INFORMATION AND POLICIES

Parent Involvement

Education succeeds best when there is a strong relationship between home and school. As a partnership thrives on communication, Mosier Community School asks parents to:

1. Encourage their student to put a high priority on his/her education and to commit herself/himself to making the most of the educational opportunities Mosier Community School provide.
2. Please volunteer, at a minimum, 10 hours per year per household.
3. Keep informed of Mosier Community School activities and issues.
4. Read the information sent home with students and reply in a timely manner, when necessary.
5. Attend the School's Open House in the fall.
6. Become a Mosier Community School volunteer. For further information contact the school office.

As part of our charter school, we ask that each family sign up for a School Committee, or an area in which we need volunteers. We encourage that families' sign up for a committee, or area in which, they have an interest or a skill that they would like to contribute as a member of Mosier Community School. The committee choices may include: Outreach, Income Development, Parents Committee, Technology, Wellness and Facilities.

Volunteer Opportunities

Mosier School's educational program is enriched by the participation of volunteers. Volunteers are not only welcome, but they are crucial to our school's success. Mosier Community School encourages every parent, guardian and family members to take a special interest in the lives of Mosier Community School students. We want everyone to volunteer! Various committees are formed throughout the year to meet the needs of our school and students. We welcome your participation on these committees as they are formed.

The volunteers benefit not only from helping, but also by becoming a real part of their student's school. We think you will love it! If you have an hour or two each week, an open day, or for the working parent some time at home to do paperwork, we can use your help.

All volunteers must pass a criminal background check.

Classroom Volunteers

It is important to remember that the teacher has the primary responsibility for the classroom and student learning within the classroom.

1. The teacher's individual style sets the tone for the classroom. This includes everything from delivery of the educational program to classroom management. Parents who wish to volunteer in the classroom need to learn or follow the teaching style of the teacher they wish to assist.
2. If the teaching style is in conflict with the parent's volunteering style, the parent will need to either adjust style or find a more compatible setting within Mosier Community School to volunteer. Any grievance or concern a volunteer has with a faculty member or vice versa, should be discussed with the Principal. If it is not resolved, it may be handled in accordance with the grievance policy.
3. If the parent disrupts the learning environment, he/she will be asked to leave and may lose the privilege of volunteering.

School Visitors

All visitors must report to the office upon entering the school property.

For safety reasons, visitors must be signed in and wearing a visitor identification before going to a classroom.

Student Visitors

Student visitors are not generally approved. Any exceptions must be made by the Executive Director.

COMMUNICATION CHANNELS

Tuesday Folders at the elementary level (Grades K-5)

Communication between school staff and parents/students is crucial to overall school success. In the elementary, every Tuesday, all students will bring home a folder with information on homework, classroom activities, and permission slips. Parents should check all of your children's folders each week. Be sure to empty the folder of all mail and review it carefully (with special attention to due dates on forms.) Please return the folder to school before the Friday of each week. Tuesday Folders are one of our main means of communicating with the large base of our elementary families. Please utilize this information so that you can keep abreast of Mosier Community School news.

Classroom Newsletter/School Website

The Classroom Newsletter, which includes information from the Principal, is emailed to parents bi-weekly, provides information about the student's class and general school news. The school website is also a rich source of information regarding upcoming events and the school calendar.

Planners for Middle School (Grades 6-8) students:

Older classes are using planners. Organizational skills are important to lifelong success and planners have been made part of the curriculum.

Communication about a Parent Concern:

Any difficulty involving a child with a particular teacher/staff member should always be discussed with that person first or the Principal. If the matter is unresolved, then please consult the complaint policy to assure that the correct procedures are being followed.

In accordance with our Mosier Community School Core Value:

“Creating and maintaining strong, positive relationships is a central focus of our time and energy. We believe in collaboration and compromise to reach consensus. Respecting and promoting confidentiality, citizenship and dignity are essential for creating positive relationships.”

We ask that parents take the following into consideration:

- **Contact** the appropriate person at school as soon as possible when an issue arises.
- **Confine** the discussion of the issue to the people involved. Discussing the problem with other parents or staff members that are not involved will not resolve the situation and often aggravates the situation. Many times, as the “story” circulates, the details start changing and the facts may be altered.
- **Honor** confidentiality of the names of students, parents and staff members. Reputations have sometimes been ruined by people repeating information that later turned out to not be accurate. Remember that it is very challenging and sometimes impossible to retract the damage that misinformation, misunderstandings, or gossip can cause.
- It is important that we **model** appropriate problem solving behavior for our children.
- We ask that you learn both sides of the story before forming an opinion and **use facts** rather than emotion to make decisions.
- Be **respectful** in all exchanges with students, parents and staff.

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the administrator can be requested with five working days. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the administrator, within 15 working days, who will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the administrator, he/she may appeal to the Board in care of the administrator with 10 working days following receipt of the administrator's decision. The administrator will provide the complainant with necessary Board appeal procedures. The complainant may appeal the decision to the Board within five working days of receiving the administrator's decision. The Board may hold a hearing to review the findings and conclusion of the administrator, to hear the complainant and hear and evaluate such other evidence as it deems appropriate. The complainant shall be informed of the Board's decision within 20 working days from the hearing of the appeal by the Board. The Board's decision is final.

Complaints against the Principal may be file with the administrator. Complaints against the administrator should be referred to the Board chair on behalf of the Board.

Complaints against the Board, as a whole, or individual Board members should be made to the Board chair on behalf of the Board.

Public Complaint Policy (KL) <http://policy.osba.org/mosier/KL/KL%20G1.PDF>

Complaint Form (KLA) <http://policy.osba.org/mosier/KL/KL%20R%20G1.PDF>

Instructional Materials Complaint:

Complaints by students or parents about instructional materials should follow policy and administrative regulation KL - Public Complaints be directed to the Executive Director.

The complainant may appeal the administrator's decision to the Board, whose decision will be final.

POLICY CHANGES AND CONCERNS

Administrator Privilege

The Principal and/or the Executive Director have the right to carry out or amend any aspect of the Mosier Community School Parent and Student Handbook with or without notice.

Amendments to the Handbook will be sent to the parents and when possible, posted on the Mosier Community School Website.

Policy Changes

The Parent and Student Handbook will be reviewed annually for updates and revisions for the upcoming school year. It is strongly recommended that at the beginning of each school year, families review the Handbook and become familiar with the information.

Concerns

If there are concerns about school policies, parents may submit suggestions or constructive comments to the Principal. Suggestions and constructive comments are welcome and will be considered when the annual Handbook revisions are made.

Mosier Community School recognizes the value of the observations, perspectives, and ideas of students and parents at the school, as well as the importance of being accountable to the parents for the educational program of their children. An important element of the accountability process is to provide an avenue for parent suggestions and concerns that both satisfies the parents and improves the operation of the school. A procedure for soliciting and responding to parent suggestions and concerns is outlined below.

The first element of the parent concerns process is to establish appropriate avenues for expression to allow the right people to respond to and deal with the issues raised. The following is the sequence that all parents should follow for submitting a concern or suggestion:

1. Teacher appointments. If the concern is regarding specifics of the classroom, the teacher or staff member should be contacted directly for an appointment. We recommend that parents work directly with the teacher to resolve any issues for which teachers are responsible. Parents choosing this avenue should be careful to respect the time and privacy of the teacher. In all communications, we ask that parents and staff model the code of conduct that we are teaching our children. (Be respectful. Be kind. Be honest. Be safe. Be responsible.) Teachers may be contacted through the school office or via email to set an appointment. It is best to do this as soon as possible to resolve a current issue of concern.

2. Principal appointments. If the concern is regarding a specific area of the school or if the parent has been unable to address the concern by working directly with the teaching regarding classroom issues, the Principal may be contacted for an appointment. Parents choosing this avenue should be mindful of the time and privacy of the Principal. If the concern regards a teacher or classroom issue, the Principal will also involve the teacher in the meeting. Parents may contact the school office requesting an appointment.

If an issue remains unresolved, the school's Grievance Policy must be used and the steps followed in the order given.

MISCELLANEOUS BUT IMPORTANT INFORMATION AND POLICIES

Registration Fees

Registration fees are used to enrich the educational experiences that Mosier Community School offers our students. The fees are used to fund field studies, outside speakers, fresh fruit snack and educational enrichment materials and activities.

Textbooks and Library books

Textbooks are purchased by Mosier Community School and loaned to the students free of charge. The student will be charged for a textbook or library book if it is lost or damaged. Paying for the individual book is the responsibility of the student and his/her parents.

Pets

Animals are not allowed on school grounds during school hours or events unless the animal is a service animal or authorized by a Teacher or Principal.

Pictures

Student pictures are taken each Fall and class pictures are taken in the Spring. Please see the school calendar for this year's dates. Information concerning prices and packages will be sent home the week prior to picture day. Please note that students should be dressed appropriately according to the Dress Code. Parents are not required to purchase any pictures. School yearbooks will be available for optional purchase in the Spring.

Lost and Found

Lost items will be placed in the Lost and Found Box located in the hallway outside the cafeteria. Jewelry, glasses and other items of value will be placed in the front office for safekeeping. Identification will be required for their return. Any items left at the end of each quarter will be given to a local charity or discarded. All items left at the end of the school year will be donated or disposed of ONE WEEK after the last day of school. To avoid losing items, please label them clearly and leave valuables at home.

Religious Beliefs and Customs

It is the policy of Mosier Community School to foster mutual understanding and respect for the rights of all individuals regarding their beliefs. Mosier Community School recognizes that the school should reflect the diverse population of society, that communities participate in a variety of religious beliefs and customs, and that there exists a constitutional separation of church and state.

Mosier Community School also realizes the school's responsibility to advance student's knowledge and understanding of the role diverse religious heritage has played in the social, cultural, and historical development of civilization. Therefore, school personnel shall be sensitive to and respectful of religious beliefs and customs by adhering to a policy of non-promotion of any religious view, and students and staff will demonstrate consideration for each other's views regarding religion.

Objective: To foster mutual understanding and respect for the rights of all individuals regarding their beliefs.

1. NON PROMOTION OF ONE RELIGION OVER ANOTHER

- The school and/or staff may not promote any one religion over another.
- Initiation and participation in religious activities is a student right outside of the classroom/instructional time.
- Staff is prohibited from participating in or initiating religious activities during contract time.
- When the study of religion (for the understanding of History, Art, Music or Science) is appropriate, teachers must take care to present comprehensive information without endorsement.

2. INCLUSION

- Care must be taken to ensure that students do not experience exclusion because of their religious beliefs or practices and can participate without distinction in classroom celebrations, school wide programs, displays, activities and performances.
- Student absences for religious purposes will be excused in accordance with district policy.

3. CURRICULUM/INSTRUCTION/INSTRUCTIONAL MATERIALS

- Programs about the role of religion in the social, cultural and historical development of civilization do not violate the religious neutrality of the public school
- The occasion of religious and cultural holidays may provide opportunities for teaching about religions or cultures if (1) it is done within the context of the school curriculum objectives; and (2) the purpose is to provide secular instruction about multicultural traditions rather than to promote, observe, or celebrate particular religions or their holidays.
- The purpose of all school programs must be for the advancement of student learning and curricular goals. Care must be taken to avoid the presentation of religious symbols, music, art or other materials in celebration of any single religion over another.
- Consideration should be given to the cumulative effect of what is presented. A single art project, musical selection, or holiday discussion does not violate the purpose of this practice.

4. COMMUNICATION

- To ensure that school activities, programs and calendars are considerate of staff, students and community groups of all faiths, staff shall utilize advisory resources and parent groups in their planning and development.
- The school shall educate the staff regarding the policy and standard practice for religious beliefs and customs. This training shall be ongoing and required for all new employees.

5. PERFORMING GROUPS/PROGRAMS/ACTIVITIES

- School choruses, bands, orchestras, and other performing groups may accept occasional invitations to perform at non-school religious functions with the condition that any member of the group may be excused without penalty.
- If it is deemed appropriate by the Principal and teachers to authorize parties, they must be secular in nature and their overall effect should not promote any religious practice or belief.
- Classroom sponsored student gift exchanges are inappropriate if connected with a religious holiday.
- In scheduling school activities, the school shall strive to reasonably accommodate the needs of the religious groups in the community by the following:
 - A. Soliciting input annually from the community before setting the school calendar (Advisory committees, parent groups, newsletters and site councils)
 - B. Scheduling school activities to reduce the amount of conflict with the community's religious activities.
 - C. In-servicing staff to increase sensitivity to students' religious needs when scheduling activities.

6. COMMENCEMENT, PROMOTION OR GRADUCATION

- Prayer or any aspect of religious belief shall not be a school-initiated part of the commencement, promotion or graduation exercise. The baccalaureate service may be sponsored by separate (parent or student) organizations since it is traditionally religious in nature and cannot be sponsored by the school.

**Thank you for taking the time to review this handbook.
Should you have any questions, please contact the office at 541-478-3321.**



P.O. Box 307 - 1204 1st Ave., Mosier, Oregon 97040

Phone: (541) 478-3321

Fax: (541) 478-2536

"Mosier Community School is an equal opportunity educator and employer."

Receipt and Acknowledgement of the Parent and Student Handbook 2016-2017

I acknowledge that I have received and read the Mosier Community School
Parent and Student Handbook for the 2016-2017 school year.

I understand that it is my responsibility to be familiar with this handbook.

Parent Signature

Date

My student(s) are:

Student Name (Print)

Teacher

Student Name (Print)

Teacher

Student Name (Print)

Teacher

Student Name (Print)

Teacher